The KiSSFLOW Interface
After signing in using single sign-on, the KiSSFLOW interface will appear. The following describes the KiSSFLOW interface:

1. **Left Menu** – Expandable menu where you can manage all of your items by item type (See Figure 1).
2. **Home** – Displays lists of tasks (e.g., Approvals, Input Requests, and Clarifications) and items (e.g., Drafts, In Progress, Participated, Approved, Rejected, and Withdrawn) grouped by item type. (See Figure 1).
3. **Reports** – Displays any reports to which you have access (e.g., My Items, which displays the number of items in progress, completed, rejected, or withdrawn) (See Figure 1).
4. **Help** – Contains helpful videos related to navigating KiSSFLOW (See Figure 1).
5. **Profile** – Displays your profile details and allows you to delegate tasks to other users or reset your password (See Figure 1).

**Left Menu**
The Left Menu allows you to manage various types of tasks (e.g., Approvals, Input Requests, and Clarification) and items (e.g., Participated) in KiSSFLOW. The following describes the Left Menu:

**Note:** To expand the Left Menu to view tem descriptions, click the menu **button**.
In the Left Menu, tasks and items are grouped by type, each represented by a separate icon. When the menu is expanded, the item descriptions are visible and sorted into two groups, *My Tasks* and *My items*. *My Tasks* contains items related to submitted approval requests and are not accessible to requesters. *My items* contains items related to submitting requests and determining the status of the request. As a requester, you are not assigned an approval role in the workflow. As such, the term *No Tasks* will appear on the *Approvals* and *Input Requests* lists in the *My Tasks* area.

![Figure 3 - Expanded Left Menu](image)

**My Tasks**

1. **Approvals** – Requests that have been submitted to the Door Access Team for approval. As a requester, you will see *No Tasks* listed in this area (See Figure 3).
2. **Input Requests** – Requests that have been submitted to the Supervisor for approval. As a requester, you will see *No Tasks* listed in this area (See Figure 3).
3. **Clarifications** – Requests with comments or questions from the request reviewer asking for more information (See Figure 3).

**My Items**

4. **Drafts** – Items that have been started, but not submitted for approval. You also have access to any templates you have created (See Figure 3).
5. **In Progress** – Items that have not completed the approval process. A progress bar to the right of the item allows you to view the status of the item (See Figure 3).
6. **Participated** – Items that you have been active in, regardless of whether or not you initiated them (See Figure 3).
7. **Approved** – Items that have completed the approval process with a status of approved (See Figure 3).
8. **Rejected** – Items that have been rejected. You can open any rejected item to resubmit for approval (See Figure 3).
9. **Withdrawn** – Items that have been withdrawn. You can restart any withdrawn item to resubmit for approval (See Figure 3).
My Tasks in KiSSFLOW
There are three types of tasks in KiSSFLOW - Approvals, Input Requests, and Clarifications. You can view them all on the Home page or you can click the applicable icon to display a particular group of tasks. What is visible to you depends on the role you are assigned in the approval workflow process (e.g., the Door Access Team has access to tasks in the Approvals group, Supervisors have access to the tasks in the Input Requests group, and any requests for clarification tasks for a particular request appear in the Clarifications group. Once clarification is provided, the task will be routed back to the appropriate party based on the approval workflow.

Note: If you do not have any pending tasks or are not assigned a particular role in the approval workflow, the term No Tasks will appear on the list for that particular task group.

![Figure 4 - No Tasks](image)

Items in KiSSFLOW
There are six types of items in KiSSFLOW (e.g., Drafts, In Progress, Participated, Approved, Rejected, and Withdrawn). You can view them all on the Home page or you can click the applicable icon to display a particular group of items.

Note: If you do not have any pending items, the term No Items will appear on the list for that particular group (e.g., There are no withdrawn requests, therefore No Items is displayed when accessing Withdrawn items.

![Figure 5 - No Items](image)
Drafts
If you have started a request, but have not yet submitted for approval, the item will appear in Drafts. The following explains how to retrieve and continue with an item saved to Drafts:

1. On the Home page, scroll to Drafts or click Drafts in the Left Menu. (See Figure 6).
2. Click the appropriate request to open the form (See Figure 6).

3. The request form will appear. **Complete** all required fields. You have the following options for processing:
   a. **Delete**: Deletes the form and removes it from Drafts (See Figure 7).
   b. **Save**: Saves to Drafts until you are ready to retrieve for further action (See Figure 7).
   c. **Submit**: Submits to the supervisor/approver for review and sends a notification email to the approver (See Figure 7).
In Progress

*In Progress* items are requests that have not completed the approval process. The following explains how to view the status of a request and take additional action, if desired:

1. **Scroll** to *In Progress* on the *Home* page or click *In Progress* in the *Left Menu* (See Figure 8).
2. Click the desired **request** to open (See Figure 8).

![Figure 8 - Click the Request to Open](image)

3. The request form will appear with a progress bar indicating percent complete. **Scroll** through the form to review.

![Figure 9 - Request Form](image)

4. After review, you have the following options:
   a. **Reassign**: Allows you to select an alternate approver to review the request (See Figure 10).
   b. **Nudge**: Creates an email reminder to the request approver (See Figure 10).
   c. **Withdraw**: Removes the request from *In Progress* and moves it to *Withdrawn*. You may restart the request later, if needed (See Figure 10).

![Figure 10 - In Progress Options](image)
Reassign
1. Click Reassign.
2. The Reassign Tasks window will appear. Below Reassign To, click the drop-down arrow to select an alternate approver (See Figure 11).
3. A drop-down menu will appear. Click the name of the alternate approver (See Figure 11).
4. Click Assign (See Figure 11).

![Figure 11 - Reassign Tasks](image)

5. The task will be reassigned to the selected approver and a notification email will be generated for the new approver.

Nudge
1. Click Nudge.
2. The Confirm Nudge window will appear. Click Yes.

![Figure 12 - Confirm Nudge](image)

3. An email will be generated to the approver as a reminder to review the request for approval.
Withdraw

1. Click Withdraw.
2. The Confirm Withdraw window will appear. Click Yes.

![Figure 13 - Confirm Withdraw](image)

3. The request will be moved to Withdrawn.

Note: You can restart any withdrawn item to resubmit for approval. For instructions on restarting a withdrawn request, see the Withdrawn section.

Participated

Items listed in Participated are items in which you have been active. Here you can view overall status and comments added during the approval process. The following explains how to access requests to review:

1. Scroll to Participated on the Home page or click Participated in the Left Menu (See Figure 14).
2. Click the desired request to open (See Figure 14).

![Figure 14 - Click the Request to Open](image)
3. The request form will appear. Scroll through to review overall status and comments from approvers.

![Door Access Request Form](image)

**Figure 15 - Review Request**

**Approved**

Items listed in *Approved* are items that have completed the approval process with a status of approved. The following explains how to access requests to review:

1. **Scroll** to *Approved* on the *Home* page or click *Approved* in the *Left Menu* (See Figure 16).
2. Click the desired **request** to open (See Figure 16).

![Approved Requests](image)

**Figure 16 - Click the Request to Open**
3. The request form will appear. **Scroll** through to review overall status and comments from approvers.

![Access Group Administration - Request form](image)

**Figure 17 - Review Request Form**

**Rejected**

Items listed in **Rejected** are items that have been rejected. You can open any rejected item to resubmit for approval. The following explains how to access rejected request and restart the approval process:

1. **Scroll** to **Rejected** on the **Home** page or click **Rejected** in the **Left Menu** (See Figure 18).
2. Click the desired **request** to open (See Figure 18).

![Click the Request to Open](image)

**Figure 18 - Click the Request to Open**
3. The request form will appear. Scroll through to review overall status and comments from approvers.
4. Click Restart to create a copy of the request to re-submit for review.

Withdrawn
Items listed in Withdrawn are items that the requester has withdrawn from the review process. You can open any withdrawn item to resubmit for approval. The following explains how to access withdrawn requests and restart the approval process:

1. Scroll to Withdrawn on the Home page or click Withdrawn in the Left Menu (See Figure 20).
2. Click the desired request to open (See Figure 20).
3. The request form will appear. **Scroll** through to review overall status and comments from approvers.
4. **Click Restart** to create a copy of the request to re-submit for review.

![Figure 21 - Click Restart](image_url)